

**Great Barford Parish Council  
Model publication scheme**

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 10p per A4 sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free 10p per A4 sheet
Staffing structure	Hard copy – contact Clerk	10p per A4 sheet
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard copy – contact Clerk	Free 10p per A4 sheet
Finalised budget	Hard copy – contact Clerk	10p per A4 sheet

Precept	Hard copy – contact Clerk	10p per A4 sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p per A4 sheet
Grants given and received	Hard copy – contact Clerk	10p per A4 sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p per A4 sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p per A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 10p per A4 sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Free 10p per A4 sheet
Agendas of meetings (as above)	Public noticeboards Website	Free

	Hard copy – contact Clerk	10p per A4 sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p per A4 sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p per A4 sheet
Responses to consultation papers	Hard copy – contact Clerk	10p per A4 sheet
Responses to planning applications	Website Hard copy – contact Clerk	Free 10p per A4 sheet
Bye-laws	Hard copy – contact Clerk	10p per A4 sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders Delegated authority in respect of officers Code of Conduct Policies	Website Hard copy – contact Clerk	Free 10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – contact Clerk	Free 10p per A4 sheet

Information security policy	Hard copy – contact Clerk	10p per A4 sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p per A4 sheet
Data protection policies	Hard copy – contact Clerk	10p per A4 sheet
Schedule of charges (for the publication of information)	Hard copy – contact Clerk	10p per A4 sheet
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection at Parish Council office	Free
Assets Register	Hard copy – contact Clerk	10p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Inspection at Parish Council office	Free
Register of members' interests	Inspection at Parish Council office	Free
Register of gifts and hospitality	Inspection at Parish Council office	Free
Graveyard records	Inspection at Parish Council office	Free
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Hard copy – contact Clerk	10p per A4 sheet
Burial grounds and closed churchyards	Hard copy – contact Clerk	10p per A4 sheet

Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy – contact Clerk	10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	10p per A4 sheet
Bus shelters	Hard copy – contact Clerk	10p per A4 sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact Clerk	10p per A4 sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

**Contact details:**

**Clerk to the Council**  
**59 High Street**  
**Great Barford**  
**Beds**  
**MK44 3JJ**

[clerk@greatbarford.org.uk](mailto:clerk@greatbarford.org.uk)  
**01234 870245**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Staff time spent on Fol request, if in excess of the appropriate limit determined by government legislation	In accordance with the relevant legislation

\* the actual cost incurred by the public authority

This Notice was last updated in May 2018